

Editor, Writer & Newsletter Volunteer

Position Description

Position Title: Communication Support Volunteer

Purpose: To provide communication support to the Unit & Family Readiness team. The communication support team will insure service members and their families receive timely access to the information and resources they need to remain mission ready.

Duties and Responsibilities: Typical activities volunteers will be asked to assist with include, but are not limited to the following:

- Assisting with preparation of newsletter content.
- Assist with design of flyers.
- Ensuring accuracy of calendar of events.
- Assisting in maintenance of the Command's FaceBook Page.
- Ensuring of accuracy of written information.
- And other organizational media efforts.

Time Requirement:

- Office volunteer work takes place during regular office hours (Monday – Friday).
- Schedule is flexible and will vary depending on task and volunteer availability.

Skills and Qualifications:

- Punctual and dependable.
- Ability to see task through completion.
- Knowledge of Microsoft Office Programs preferred.

Orientation and Training

- Complete a Volunteer Application Form.

Supervision

- Communication Support volunteers will be supported by the Family Readiness Officer.

Benefits

- Give back to your community.
- Gain new experiences and personal growth.

